



National Aeronautics and
Space Administration
Washington, DC 20546

Procurement Notice

PN 97-87
September 11, 2003

PROCUREMENT INSTRUMENT NUMBERING SCHEME

BACKGROUND: This PN revises the NASA FAR Supplement (NFS) to change the scheme used for numbering procurement instruments.

Effective October 1, 2003, each agency is required to have unique document numbers on contracts, BPA calls, and other procurement instruments. Document numbers must be unique within the agency and between agencies. The General Services Administration (GSA) has established a register of agency numbering schemes, to assure they don't conflict. On May 21, 2003, the Assistant Administrator for Procurement approved a new numbering scheme to comply with this requirement. This PN implements that scheme.

Also effective October 1, 2003, GSA is requiring that all procurements, regardless of dollar value, be reported to the Federal Procurement Data System – Next Generation (FPDS-NG). This lowers the reporting threshold from the previous amount of \$25,000. Bankcard transactions are exempt. All reportable transactions must have a unique number assigned in accordance with the guidance in this PN.

The numbering scheme in this PN has been registered with GSA. This scheme will provide more “intelligence” in the numbers by indicating the type of action and the fiscal year it was issued.

Centers will need to use the new numbers on all new actions with an award date on or after October 1, 2003, regardless of when the solicitation was issued, when the award becomes effective, or when performance starts. The changeover to the new numbering scheme must occur exactly on October 1. IFMP will not accept the new numbers before October 1, and FPDS-NG will not accept the old numbers on new awards after September 30.

Existing awards will not need to be renumbered, but new task orders, delivery orders, or calls against existing contracts, BOAs, Federal Supply Schedules, or BPAs must use the new scheme. Definitizations of letter contracts that are performed by issuance of a modification of the letter contract do not require a new number. Hybrid procurements should use the type of action that most clearly represents the procurement.

This scheme provides for the possibility of a separate number series for each type of action, which in combination with the fiscal year designator will provide over 50,000 different numbers

for each type. However, Centers with smaller annual numbers of actions may elect to use a single series of action numbers across all types, by assigning numbers without regard to which action-type code is used. Further, Centers may use a few separate number series for certain action types that usually have a large volume of actions such as delivery orders and task orders, with another series applicable to all other action types. Centers may also assign blocks of numbers to various offices if desired.

This change also applies to grants and cooperative agreements; however, separate implementation instructions will be issued via a change to the NASA Grants and Cooperative Agreements Handbook.

ACQUISITIONS AFFECTED BY CHANGES: All contracts, Space Act agreements, blanket purchase agreements, purchase orders, delivery orders, task orders, calls, and other transactions reportable to FPDS-NG.

ACTION REQUIRED BY CONTRACTING OFFICERS: Assign procurement instrument identifiers in accordance with the new numbering scheme.

CLAUSE CHANGES: This PN makes no changes to clauses or provisions.

PARTS AFFECTED: Changes are made in Part 1804.

DO NOT FILE UNTIL OCTOBER 1, 2003

REPLACEMENT PAGES: You may use the enclosed pages to replace 4:1, 4:2, and 4:9 through 4:13.

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PART 1804
ADMINISTRATIVE MATTERS

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estimated reimbursement due the administration agency for the services yet to be performed for each requested function. Copies of this inventory shall be provided to the contracting officer of the receiving installation.

1804.7003-3 Notifications.

The contracting officer of the transferring installation shall provide written notification of the planned transfer to the contractor and all agencies performing or requested to perform administration services.

1804.7003-4 Transfer.

(a) Upon completion of the actions described in 1804.7003-1 through 1804.7003-3, the contracting officer of the transferring installation shall issue a letter to the contractor, agencies performing contract administration functions, contracting officer representatives, and the contracting officer of the receiving installation. This letter shall provide notification of the transfer date, termination of appointment of the contracting officer's representatives, and the name, mailing address, and telephone number of the contracting officer of the receiving installation.

(b) After issuing the letters described in 1804.7003-4(a), the contracting officer of the transferring installation shall send the contract file to the contracting officer of the receiving installation with a letter transferring contract responsibility. This letter shall contain a provision for acceptance of the responsibility for the contract and its related files by the contracting officer of the receiving installation.

1804.7003-5 Retention documentation.

The contracting officer of the transferring installation shall retain for permanent file a copy of the approvals and concurrences required by 1804.7002, the transfer acceptance letter of the contracting officer of the receiving installation, and any additional documents necessary for a complete summary of the transfer action.

1804.7004 Responsibilities of the contracting officer of the receiving installation.

1804.7004-1 Pre-transfer file review.

The contracting officer of the receiving installation shall review the contract, letters of request, actions in process, and other related files and to request corrective action, if necessary, before the official transfer of the contract. This review may be waived by written notification to the contracting officer of the transferring installation.

1804.7004-2 Post-transfer actions.

The contracting officer of the receiving installation shall --

- (a) Provide the contracting officer of the transferring installation written acceptance of contract responsibility and receipt of the contract files;
- (b) Inform all offices affected within the installation of the receipt of the contract;
- (c) Appoint new contracting officer's technical representatives, as necessary;

- (d) Issue a contract modification to provide for the administrative changes resulting from the transfer action (e.g., identifying offices responsible for performing contract administration and making payment and the office to which vouchers, reports, and data are to be submitted);
- (e) Provide copies of the contract documents to affected installation offices; and
- (f) If appropriate, supplement the letter of request to the Government agency providing contract administration services to reflect the changes resulting from the transfer action. The supplement may terminate or amend an existing contract administration support arrangement or may request support in additional areas.

Subpart 1804.71--Uniform Acquisition Instrument Identification

1804.7100 Scope of subpart.

This subpart contains the procedures for uniform numbering of NASA solicitations, contracts (including letter contracts), purchase orders (including requests to other Government agencies), basic ordering agreements, other agreements between the parties involving the payment of appropriated funds or collection of funds for credit to the Treasury of the United States, and modifications or supplements to these instruments.

1804.7101 Policy.

- (a) Contractual documents shall be numbered with approved prefixes, suffixes, and serial numbers as prescribed in this subpart. If other identification is required for center purposes, it shall be placed on the document in such a location as to clearly separate it from the identification number.
- (b) The identification number shall consist of exactly 10 alpha-numeric characters positioned as prescribed in this subpart and shall be retained unchanged for the life of the particular instrument.
- (c) Identification numbers shall be serially assigned to the extent feasible. Installations may designate blocks of numbers to offices for future use.
- (d) Solicitations shall be numbered in accordance with installation procedures, except that in all cases the identifying number shall begin with the three characters specified in 1804.7102(a)(1) and (2).

1804.7102 Numbering scheme.

- (a) General.
 - (1) The first two characters shall be NN.
 - (2) The third character shall be the same letter as used in the Integrated Financial Management Program (IFMP), i.e., the first letter of the Center acronym, except for GRC which uses "C".
 - (3) The fourth and fifth characters shall be 2 numeric characters for the FY in which the award is expected to be signed by the Government.
 - (4) The sixth through ninth characters shall be 4 digits for action number; 2 alphas, 2 numbers (AA01, AA02 ... AA99, AB01, AB02, ... AZ99, BA01, BA02, etc. through ZZ99)
 - (5) The tenth character shall be 1 alpha character for type of action.
- (b) Codes for type of action.
 - A - Cooperative agreement.

B - BOA, GWAC, or other indefinite delivery type contract.

C - Contract (except Facilities or indefinite delivery type).

D - Delivery order or call against a supply contract (BOA, FSS, or other indefinite delivery contract or BPA).

F - Facilities contract.

G - Grant (other than training).

H - Training grant.

I - Intragovernmental transaction, i.e., request to another Government agency to furnish supplies or services. It does not include an award by NASA to fulfill a request from another agency.

P - Purchase order. (This does not include a call or task or delivery order, regardless of whether it is issued on a purchase order form. It also does not include other types of actions listed in this paragraph, notwithstanding that they are referred to as purchase orders in IFMP.)

S - Space Act agreement.

T - Task order against a service (including R&D) contract (BOA, FSS, or other indefinite delivery contract or BPA).

Z - BPA.

(c) Sample.

NNG04AA01C would be a GSFC action issued in FY04. It would be the first one issued at the Center (or the first of its type), and the action type would be a contract:

NN	G	04	AA01	C
NASA	GSFC	FY04	Serial No. 1	Contract

1804.7103 Modifications of contracts or agreements.

(a) Modifications of definitive or letter contracts or agreements shall (1) bear the same identification as the contract or agreement being modified and (2) be numbered consecutively for each contract or agreement, beginning with Modification Number 1, regardless of whether the modification is accomplished by unilateral or bilateral action. Except for termination notices, modifications shall be effected by the use of Standard Form 30, Amendment of Solicitation/Modification of Contract.

(b) Definitive contracts superseding letter contracts shall retain the same contract number as that originally assigned to the letter contract. Actions definitizing letter contracts are considered modifications and shall be assigned modification numbers in accordance with paragraph (a) of this subsection.

Subpart 1804.72--Review and Approval of Contractual Instruments

1804.7200 Contract review by Headquarters.

(a) Requests for approval of contracts and supplemental agreements by the Assistant Administrator for Procurement shall be submitted to the Headquarters Office of Procurement (Code HS) in sufficient time to allow a minimum of 15 days for review.

(b) Each request for approval shall be accompanied by (1) five copies of the contractual document, one of which has been executed by the contractor and contracting officer, and (2) the official contract file containing the appropriate documentation as set forth in FAR 4.803(a). However, for the items specified in FAR 4.803(a)10, (11), and (12), the contracting officer shall

provide documentation pertaining only to the successful offeror; and, in lieu of the items specified in FAR 4.803(a)(26)(ii) and (iii), the contracting officer shall provide an index briefly describing the content of all previous modifications.

(c) The approval required under this section shall be made by signature of the Assistant Administrator for Procurement on the contract/supplemental agreement.

Subpart 1804.73--Procurement Requests

1804.7301 General.

(a) Except in unusual circumstances, the contracting office shall not issue solicitations until an approved procurement request (PR), containing a certification that funds are available, has been received. However, the contracting office may take all necessary actions up to the point of contract obligation before receipt of the PR certifying that funds are available when -

- (1) Such action is necessary to meet critical program schedules;
- (2) Program authority has been issued and funds to cover the acquisition will be available prior to the date set for contract award or contract modification;
- (3) The procurement officer authorizes such action in writing before solicitation issuance; and
- (4) The solicitation includes the clause at FAR 52.232-18, Availability of Funds. The clause shall be deleted from the resultant contract.

(b) The contracting office shall not issue either a draft or final solicitation until a PR, either planning or final, has been received that contains an NPG 7120.5 certification. That certification must be made by the project or program office that initiated the PR, or the PR approval authority when there is no project or program office. The certification must state that either -

- (1) The requested action is not in support of programs and projects subject to the requirements of NPG 7120.5, or
- (2) The requested action is in support of programs and projects subject to the requirements of NPG 7120.5, and -
 - (i) All NPG 7120.5 required documentation is current and has been approved; or
 - (ii) Authority to proceed without the required documentation has been granted by the Chair of the Governing Program Management Council or designee.

Subpart 1804.74--Central Contractor Registration

1804.7400 Scope.

This subpart prescribes policies and procedures for requiring contractor registration in the DoD Central Contractor Registration (CCR) database.

1804.7401 Definitions.

“Central Contractor Registration (CCR) database,” “Data Universal Numbering System (DUNS) number,” “Data Universal Numbering System+4 (DUNS+4) number,” “Commercial and Government Entity (CAGE) Code,” and “Registered in the CCR database” are defined in the clause at 1852.204-74, Central Contractor Registration.

1804.7402 Policy.

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Prospective contractors must be registered in the CCR database, prior to any award of a contract, purchase order, basic agreement, basic ordering agreement, or blanket purchase agreement. This policy applies to all types of awards except the following:

- (a) Purchases made with a Government-wide commercial purchase card.
- (b) Awards made to foreign vendors for work performed outside of the United States.
- (c) Purchases under FAR 6.302-2, Unusual and Compelling Urgency.

1804.7403 Procedures.

(a) (1) The contracting officer shall verify that the prospective awardee is registered in the CCR database using either the Cage Code, DUNS number or, if applicable, the DUNS+4

number, via the Internet at <http://www.ccr.gov> or by calling toll free: 888-CCR-2423 (888-227-2423), commercial: 616-961-5757.

(2) Verification of registration is not required for orders or calls placed under contracts, basic agreements, basic ordering agreements, or blanket purchase agreements in which vendor registration was verified at the time of award of the contract or agreement.

(b) If the contracting officer determines that a prospective awardee is not registered in the CCR database, the contracting officer shall --

(1) If delaying the acquisition would not be to the detriment of the Government, proceed to award after the contractor is registered; or

(2) If delaying the acquisition would be to the detriment of the Government, proceed to award to the next otherwise successful registered offeror, with the written approval of the Procurement Officer.

(c) The contracting officer shall protect against improper disclosure of contractor CCR information.

1804.7404 Solicitation provisions and contract clauses.

Except as provided in 1804.7402, the contracting officer must use the clause at 1852.204-74, Central Contractor Registration, in all solicitations and contracts, including those for commercial items.

